

OP MEMORANDUM NO. 20-20-5

19 November 1981

**Official Record Copy**  
Office of Personnel

## OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Performance Appraisal Report Call-Up and Control (PERFIT)

RESCISSION: OPM 20-60-15 dated 16 November 1978

1. The automated PERFIT System was activated on 1 October 1978, to coincide with the effective date of the Uniform Promotion System. The advantages of PERFIT are:

a. PERFIT identifies all staff and contract personnel due a Performance Appraisal Report (PAR) each month for a given reporting period.

b. The System displays the actual reporting period (from to) that the PAR should cover. PERFIT automatically adjusts the reporting period to account for special or reassignment reports received during the annual reporting period.

c. The System prevents the call-up of names of personnel who have received a PAR during the past 90 days, who are currently on LWOP or on extended sick leave, or who should be excluded from the call-up for other reasons.

d. PERFIT keeps track of delinquent PARs for three (3) years, listing delinquent reporting periods on the current call-up list until the delinquency is satisfied. It is possible, therefore, for an employee to be listed two or more times on the same listing (i.e., current call-up plus past delinquencies). If an employee is reassigned, the annual call-up delinquencies will continue to be displayed on the former component's monthly call-up listings.

e. The System monitors PARs of trial-period personnel closely, listing these personnel on the monthly call-up listings in conformance with the 12-, 21-, and 33-month reporting requirements. The System takes into account adjustments posted to the end-of-trial-period (ETP) date when previous Government service is credited toward the trial period, and shows this adjustment on call-up listings.

f. If an annual reporting period is adjusted by the rating officer, any period unaccounted for of greater than 90 days will cause a delinquency to be generated for that employee and displayed on the next call-up listing until it is satisfied or adjudicated. Unaccounted-for periods of 90 days or less will be dropped from the System.

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g. PERFIT does not track the need for a reassignment PAR directly. However, the automatic adjustment for reporting periods will show the need for a reassignment report, in many instances, through the automatically generated delinquency report.

h. PERFIT is a real-time system which permits immediate answers to queries on the last PAR as well as current call-up data. The System can be queried only by authorized personnel. (U)

2. The type of PAR codes used in PERFIT and the various listings are:

A = normal annual PAR

R = PAR completed because of reassignment of either employee or supervisor

S = PAR completed because of special circumstances

1 = Trial period (12 months)

2 = Trial period (21 months)

3 = Trial period (33 months) (U)

3. On monthly call-up listings, delinquencies for either annual or trial-period reports are shown by use of the suffix "D" under "Type Report Due" (i.e., AD, 1D, 2D or 3D). (U)

4. Under the PERFIT System, the following types of employees or affiliations are called up on the monthly listings according to schedule, grade, and Career Service:

A11 = Career staff employee

A13 = Reserve staff employee

A14 = Temporary staff employee

A21 = Career staff agent

A23 = Reserve staff agent

A24 = Temporary staff agent

A42 = Military staff employee

A43 = Military staff agent

B11 = Career-associate contract employee

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B12 = Career contract employee

B13 = Term contract employee

B14 = Temporary contract employee (C)

5. The PERFIT System preprints the identification and status information in Section A of the PAR form for all employees called up on the monthly listings. The rating component is required to leave the preprinted status information untouched except for necessary adjustments to the reporting period shown. The preprinted status information represents the status of employees at the time of call-up. PARs submitted to the Office of Personnel require the use of the social security number in Item 1 of Section A. (U)

6. The PAR Call-Up Schedules for annual PARs and for Trial-Period Reports are attached. The annual schedules show all of the pay schedules and grades currently processed by the PERFIT System as part of its monthly call-up procedures. (U)



James N. Gierum  
Director of Personnel

OPM 21-81

## Attachments

- A. Annual Performance Appraisal Report Call-Up Schedule (U)
- B. Call-Up Schedule for Trial-Period Performance Appraisal Reports (U)
- C. Annual Performance Appraisal Report Call-Up Schedule for "D" Career Service Group (C)

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Approved For Release 2005/12/01 : CIA-RDP92-00455R000200030032-6  
Document A  
OPM NO. 20-20-5ANNUAL PERFORMANCE APPRAISAL REPORT  
CALL-UP SCHEDULE

CALL-UP PRODUCED	SCHEDULE	GRADE	RATING PERIOD ENDING*	DUE IN OFFICE OF PERSONNEL*
As of 31 Jan	GAB,GAY GG GPA GPB GPD GPE GPG GS,SS GS,GSM,SS GSE,GSX GSO SPS WG,WI,WP WGA,WGB,WGF WPA WS	06-08 14 06-29 20,25 10,15,20,25 20,25,37,38 05,10,15 01-05 16-18 05 04-05 00 04-06 01-15 04-18 06-07	31 Mar CY	30 Apr CY
As of 28 Feb	GAD GAE GG GPC GPK GPK GS,GSE,GSM,GSO GSY,SS WG WI,WP WL WS	01-04 01-05 05,06,08,10 15,20,25 05,10,15,20 25 14 14 07-08 07-09 09-15 08-19	30 Apr CY	31 May CY
As of 31 Mar	GG	11	31 May CY	30 Jun CY
As of 30 Apr	GS,GSE,GSM,GSO GSY,SS WG WI,WP	13 13 09-10 10-13	30 Jun CY	31 Jul CY
As of 31 May	GG GS,GSE,GSM,GSO GSY,SS WG WI,WP WLA,WLB,WLF	07-09 12 12 11-15 14-15 01-15	31 Jul CY	31 Aug CY

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Approved For Release 2005/12/01 : CIA-RDP92-00455R000200030032-6 Attachment A (cont.)

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ANNUAL PERFORMANCE APPRAISAL REPORT  
CALL-UP SCHEDULE

CALL-UP PRODUCED	SCHEDULE	GRADE	RATING PERIOD ENDING*	DUE IN OFFICE OF PERSONNEL*
As of 30 Jun	GS, GSE, GSM, GSO GSX, GSY, SS WI, WP	11 11 16-18	31 Aug CY	30 Sep CY
As of 31 Jul	GS, GSE, GSO, GSX SS SIS, SIX WI, WP	09-10 09-10 01-06 19-27	30 Sep CY	31 Oct CY
As of 31 Aug			31 Oct CY	30 Nov CY
As of 30 Sep			30 Nov CY	31 Dec CY
As of 31 Oct	GPD GS, GSE, GSO, GSX SS	06-09 07-08 07-08	31 Dec CY	31 Jan CY+1
As of 30 Nov	GAA, GAX, GPE GAB, GAC, GAY GG GPA, GPC, GPD GPB GS, GSO, GSX, SS GSE GSM	01-05 01-02 12 01-04 01-19 06, 15 06 15	31 Jan CY+1	28 Feb CY+1
As of 31 Dec	GAB, GAY GG GPA, GPD GPC GPE GPG, GPK GPJ GPJ WG, WI, WP WL WS WSA, WSB WSF	03-05 13 05 05-14 06-19 01, 04 01, 05, 10, 15 20, 25, 26 01-03 01-08 01-05 01-19 01-15	28 Feb CY+1	31 Mar CY+1

\*CY = Current Year; CY+1 = Next Year

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Attachment B  
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CALL-UP SCHEDULE FOR TRIAL-PERIOD  
PERFORMANCE APPRAISAL REPORTS

TRIAL PERIOD	A TRIAL-PERIOD CASE IS LISTED ON PERFORMANCE APPRAISAL REPORT CALL-UP LISTINGS WHEN:
Type 3	ETP* minus 3 months = Report Period Ending Date
Type 2	ETP minus 15 months = Report Period Ending Date
Type 1	ETP minus 24 months = Report Period Ending Date

MONTH CALL-UP PRODUCED	REPORT PERIOD ENDING DATE**	DUE IN OFFICE OF PERSONNEL**
JAN	MAR CY	APR CY
FEB	APR CY	MAY CY
MAR	MAY CY	JUN CY
APR	JUN CY	JUL CY
MAY	JUL CY	AUG CY
JUN	AUG CY	SEP CY
JUL	SEP CY	OCT CY
AUG	OCT CY	NOV CY
SEP	NOV CY	DEC CY
OCT	DEC CY	JAN CY+1
NOV	JAN CY+1	FEB CY+1
DEC	FEB CY+1	MAR CY+1

\*ETP = End of Trial Period Date  
\*\*CY = Current Year; CY+1 = Next Year

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 ANNUAL PERFORMANCE APPRAISAL REPORT  
 CALL-UP SCHEDULE FOR "D" CAREER SERVICE GROUP

Attachment C  
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CALL-UP PRODUCED	SCHEDULE	GRADE	RATING PERIOD ENDING*	DUE IN OFFICE OF PERSONNEL*
As of 31 Jan	GS,SS GSO GS,SS	01-05 04-05 18	31 Mar CY	31 May CY
As of 28 Feb	GS,SS GSO	12 12	30 Apr CY	30 Jun CY
As of 31 Mar			31 May CY	31 Jul CY
As of 30 Apr	GS,GSO,SS	11	30 Jun CY	31 Aug CY
As of 31 May			31 Jul CY	30 Sep CY
As of 30 Jun			31 Aug CY	31 Oct CY
As of 31 Jul	GS,GSO,SS GS,SS SIS,SIX	13 16-17 01-06	30 Sep CY	30 Nov CY
As of 31 Aug	GS,GSO,SS	07-08	31 Oct CY	31 Dec CY
As of 30 Sep	GS,GSO,SS	15	30 Nov CY	31 Jan CY+1
As of 31 Oct			31 Dec CY	28 Feb CY+1
As of 30 Nov	GS,GSO,SS GS,GSO,SS GS,GSO,SS	06 09-10 14	31 Jan CY+1	31 Mar CY+1
As of 31 Dec			28 Feb CY+1	30 Apr CY+1

\*CY = Current Year; CY+1 = Next Year

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**Office of Personnel**

OP MEMORANDUM NO. 20-12-22

30 September 1981

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT : Tickler System for Employment Situations With  
Time Limitations

RESCISSION: OPM 20-12-13 dtd 21 July 1970

1. The report which notifies components of impending expiration dates for time-limited employment situations was revised slightly when PERSIGN became operational during March 1980. The format was changed to accommodate changing sizes of data elements and the last column was changed to permit additional conditions to be placed in the system. The system will provide an advance review for expiring dates of: Personal Rank Assignments, all types of Appointments, Development Complement Assignments, Retained Rate, Temporary Promotion, Overlapping Assignments, and Detail Out Expirations.

2. The following information will appear if it exists in the employee's record: Social Security Number, Name of Record, Sex, Age, Employment Subcategory (professional, technical, etc.), Ceiling Code, Affiliation Code, Office Abbreviation, Career Service Designation, Headquarters Code, Schedule, Grade, Step, Position Schedule and Grade, and Years of CIA Service.

3. In addition to the information mentioned above, the following will be reported for the categories indicated:

- a. Reserve and Temporary Employees: Type, Entrance on Duty date, and NTE date.
- b. Personal Rank Assignees: Date originally placed in PRA status and the NTE date.
- c. Employees in a Development Complement Status: Development Complement Code, date placed in the status and the NTE date.
- d. Employees in Retained Rate, Temporary Promotions, Employees Overlapped in a Position, and Details Out: Type of condition and the NTE date.

4. There are four reports as follows:

- a. All NTE personnel by Career Service panel, schedule, grade and name (Report No. RH12536A),



- b. All NTE personnel by Career Service group, schedule, grade and name (Report No. RH12536B),
- c. Employees eligible for callup by Career Service, reason and name (Report No. RH12536C), and,
- d. Employee eligible for callup by office, reason and name (Report No. RH 12536D).

5. The reports will be produced monthly. The callup reports in 4c and 4d will print those employees in the callup period plus those who were previously called but have not had an action to correct the condition. The following table shows the advance time for the callup.

<u>CATEGORY</u>	<u>CALLUP DATE</u>
Personal Rank Assignments	105 days prior to NTE date
Appointments (excluding Summer Only)	135 days prior to NTE date
Summer Only Appointments	30 days prior to NTE date
All Development Complement dates	75 days prior to NTE date
Retained Rate Expirations*	60 days prior to NTE date
Temporary Promotions*	60 days prior to NTE date
Overlapping in positions*	30 days prior to NTE date
Details Out*	60 days prior to NTE date

\* NOTE: Any one of these four conditions would appear in the last column of the report. The order listed above is the priority order; therefore, when an employee has more than one of the last four categories, the lower priority item will not be shown.

6. The rosters discussed above are being distributed on a monthly basis to the appropriate administrative and Career Service officials by Staff Personnel Division. Prior to distribution, SPD will review the listing to identify particular problem areas and lengthy delinquencies. Component personnel officers are responsible for ensuring that appropriate personnel actions are prepared and processed prior to the listed NTE dates.



Director of Personnel

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OP MEMORANDUM NO. 20-12-21

27 August 1981

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Minority File Review

1. When he established the Minority Employment Coordinator (MEC) system in 1976, the DDCI pointed out that it was taking nearly twice as long to make the decision to hire a minority as it was for a non-minority. Today, nearly five years later, we have come full circle. Because of the increased efficiency of the regular system of file review, it once more is taking twice as long to reach a decision on a minority. Since minorities exhibit an even greater drop out rate than non-minorities when there is significant time lag in the selection process, action must be taken to bring minority and non-minority decision times more in line with each other.

2. Therefore, beginning immediately, all files, minority and non-minority, will be routed through the regular system for file review. Following review of the applications by the Review Unit of the Recruitment Division (RD/RU), files deemed qualified for further review by the components will be sent to the Professional Staffing Branch (PSB) of the Staff Personnel Division for transmittal directly to the components. As it must do in the case of a non-minority applicant, the component also must advise PSB of its interest or non-interest in the minority applicant within the 14 days allotted for file review. When it rejects an applicant, the component must advise PSB in writing of the specific reasons the applicant is not qualified for the position for which recommended; that is, it must set forth exactly why the applicant does not meet the criteria of the Recruitment Guide.

3. Prior to rejecting an applicant, the Office of Personnel will forward all minority applicant files rejected or a list of those seen by the Review Unit or the components to the OEEO for their further review within five work days, in order to assure that the reasons for rejection are non-discriminatory.

4. The means of processing minority files within components and their Directorate Minority Officers may be established at their discretion but they are expected to maintain the two week processing time frames outlined in paragraph 2.

[Redacted Signature]

James N. Glerum  
Director of Personnel

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